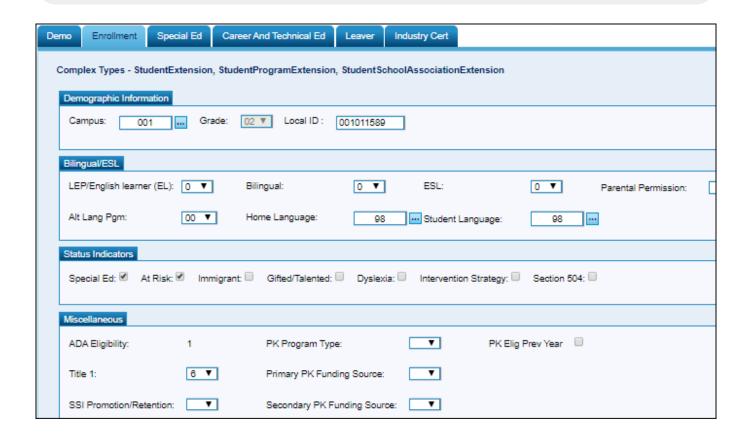# enrollment

Table of Contents

Enrollment (Fall)

State Reporting > Maintenance > Fall > Student > Enrollment

Update data for the *StudentSchoolAssociation* and *StudentProgramExtension* complex types as needed.

The *StudentSchoolAssociationExtension* complex represents the campuses in which a student is enrolled and/or withdrawn.

The *StudentProgramExtension* complex represents any program designed to work in conjunction with or to supplement the main academic program. Programs may provide instruction, training, services or benefits through federal, state, or local agencies. Programs may also include organized extracurricular activities for students.

Modify a record:

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:

Stu ID	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.
Stu Name	Begin typing the student's name in one of the following formats: • Last name, comma, first name • Last name initial, comma, first name initial As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
Texas Unique Stu ID	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
Directory	Click **Directory** to select a student from the [directory].

❑ Click **Retrieve** to retrieve the selected student.

❑ Under **Demographic Information**:

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID of the campus at which the student is enrolled.
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 The value entered in the **Grade** field on the Demographic tab is displayed.
Local ID	LOCAL-STUDENT-ID (E0923) (Optional) Type the student's district-assigned local ID number, up to nine characters.

❑ Under **Bilingual/ESL**:

EB/English learning (EL)	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061 Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.
Bilingual	BILINGUAL-PROGRAM-TYPE-CODE (E1042) Code table: C175 Select the code indicating if the student is participating in a state-approved bilingual education program.
ESL	ESL-PROGRAM-TYPE-CODE (E1043) Code table: C176 Select the code indicating if the student is participating in a state-approved English as a Second Language (ESL) program.

Parental Permission	PARENTAL-PERMISSION-CODE (E0896) Code table: C093 Select the code indicating if the student's parent or legal guardian granted permission to have the student placed in a bilingual or ESL program during the current school year.
Alt Lang Pgm	ALTERNATIVE-LANGUAGE-PROGRAM-CODE (E1642) Code table: C221 Indicate the type of alternative language program participated in by the student. An alternative language program must be approved by the TEA due to the LEA submission of a bilingual education exception and/or English as a second language (ESL) waiver for the current school year.
Home Language	HOME-LANGUAGE-CODE (E0895) Code table: C092 Select the language spoken in the student's home.
Student Language	STUDENT-LANGUAGE-CODE (E1590) Code table: C092 Select the primary language spoken by the student.

☐ Under **Status Indicators**:

Special Ed	SPECIAL-ED-INDICATOR-CODE (E0794) Code table: C088 Select if the student is participating in a special education instructional program and related services program or a general education program using special education support services, supplementary aids, or other special arrangements. Rule 40110-0189: **Special Ed** and **Section 504** cannot both be selected. (The Special Education Division has stated that a student should not be identified as both Section 504 and Special Education.)
At Risk	AT-RISK-INDICATOR-CODE (E0919) Code table: C088 Select if the student is currently identified as at risk of dropping out of school according to state criteria. Edit 1102N: This field must be selected if the **Homeless Status** field is *not* 0 on the Demographic tab, and the **As-of Status** field is B, D, F, or X.
Immigrant	IMMIGRANT-INDICATOR-CODE (E0797) Code table: C088 Select if the student is an eligible immigrant child or youth under the Title III - Language Instruction for Limited English Proficient and Immigrant Students of the No Child Left Behind Act of 2001.
Gifted/Talented	GIFTED-TALENTED-INDICATOR-CODE (E0034) Code table: C088 Select if the student is participating in a state-approved gifted and talented program.

Dyslexia	DYSLEXIA-INDICATOR-CODE (E1530) Code table: C088 Select if the student has been identified as having dyslexia or a related disorder as defined in TEC §38.003. Rule 40110-0187: If selected, **Section 504** should also be selected.
Intervention Strategy	INTERVENTION-STRATEGY-INDICATOR-CODE (E1602) Code table: C088 Select if the student participated in an intervention strategy at any time of the year. Rule 40110-0188: **Intervention Strategy** and **Section 504** should not both be set to 1 in the interchange.
Section 504	SECTION-504-INDICATOR-CODE (E1603) Code table: C088 Select if the student received assistance through either an aid, accommodation, or service under Section 504 Rehabilitation Act of 1973 at any time during the school year. Rule 40110-0186: There should be at least one student who has this field selected. Rule 40110-0188: **Intervention Strategy** and **Section 504** should not both be set to 1 in the interchange. Rule 40110-0189: **Special Ed** and **Section 504** cannot both be selected. (The Special Education Division has stated that a student should not be identified as both Section 504 and Special Education.)

❑ Under **Miscellaneous**:

ADA Eligibility	ADA-ELIGIBILITY-CODE (E0787) Code table: C059 The value entered in the **ADA Eligibility** field on the Demographic tab is displayed.
Title 1	TITLE-I-PART-A-INDICATOR-CODE (E0894) Code table: C122 Select the code indicating if the student is participating in a Title I Part A program at a school-wide campus or targeted-assistance campus. Rule 41461-0013: The **As of Status** for participating students must be of B, D, F, or X (i.e., enrolled as of the fall snapshot date).

SSI Promotion/Retention	SSI-PROMOTION-RETENTION-CODE (E1030) Code table: C171 Select the code indicating if the student was promoted or retained as a result of participation in the Student Success Initiative (SSI). Rule 40100-0131: This field must be blank if **As of Status** is A, C, E, or G (i.e., the student is not enrolled this year). Rule 40110-0020: If this field is 04, 06, or 08, the student's grade level must be 05. Rule 40110-0072: If this field is 10, 12, or 14, the student's grade level must be 08.
PK Program Type	PK-PROGRAM-TYPE-CODE (E1078) Code table: C185 For prekindergarten students, select the length of the prekindergarten instructional day.
Primary PK Funding Source	PRIMARY-PK-FUNDING-SOURCE (E1079) Code table: C186 For prekindergarten students, select the primary source of funding. Rule 40110-0034: **Primary PK Funding Source** cannot be the same as **Secondary PK Funding Source**.
Secondary PK Funding Source	SECONDARY-PK-FUNDING-SOURCE (E1080) Code table: C186 For prekindergarten students, select the secondary source of funding. Rule 40110-0034: **Primary PK Funding Source** cannot be the same as **Secondary PK Funding Source**.
PK Elig Prev Year	PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE (E1649) Code table: C088 Select if the four-year-old student is eligible for enrollment in a PK class because this student was eligible for enrollment at age three in the previous school year. Validation: Rule 40100-0192: If GRADE-LEVEL-CODE is PK, and ADA-ELIGIBILITY-CODE is 1-3 or 6, and either EMERGENT-BILINGUAL-INDICATOR-CODE is 1, or ECONOMIC-DISADVANTAGE-CODE is a value other than 00, or MILITARY-CONNECTED-STUDENT-CODE is 4, or FOSTER-CARE-INDICATOR-CODE is a value other than 0, or HOMELESS-STATUS-CODE is a value other than 0, or STAR-OF-TEXAS-INDICATOR-CODE is 1, then then PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE must be 0. 40100-0193: If PK-ELIGIBLE-PREVIOUS-YEAR-INDICATOR-CODE is 1, then September 1 age must be 4 or 5.

❏ Click **Save**.

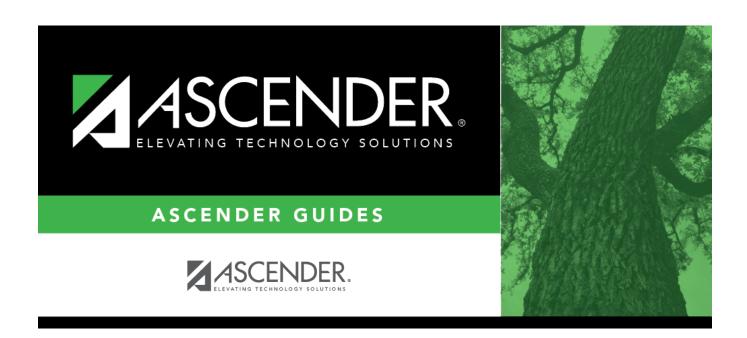| Add	Add a student.
	Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

State Stu ID	This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.
	• The first character must start with S or 0-8.
	• The first three characters cannot be 000, 666, or 900-999.
	• The middle digits (4th and 5th digit) cannot be 00.
	• The last four digits cannot be 0000.
	• The number cannot be 123456789, 219099999, or 078051120.

The following fields are required:

Fall	Summer	Extended
• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade Level** • At least one race must be selected. • **TX Unique Student ID** • **Attribution Code** • **Economic Disadvantage** • **Homeless Status** • **Asylee/Refugee** • **As of Status**	• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade** • At least one race must be selected. • **TX Unique Student ID** • **Attribution Code** • **Economic Disadvantage** • **Homeless Status** • **Asylee/Refugee** • **As of Status** • **Campus** • **Foundation Coursework** • **Unaccompanied Youth Status** (if **Homeless Status** is not 0) • **Career and Technical Ed** • **Foster Care** • **Military Connected**	• **State Stu ID** • **First Name** • **Last Name** • **Sex** • **Date of Birth** • **Grade Level** • At least one race must be selected. • **TX Unique Student ID** • **Foster Care**

Click **Save**.

Delete	Delete all of the student's records. Click **Delete** to delete all of the student's records. A confirmation message is displayed. Click **OK** to continue. Otherwise, click **Cancel**.
Change ID	Change the student's ID. The **Change ID** button is disabled until a student is retrieved on the page. Retrieve a student, and click **Change ID**. The **Change Student ID** section is displayed at the top of the page. In the **New Student ID** field, type a valid social security number that you would like to change the existing ID to, and then click **Submit**. The **Change Student ID** dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct. Click **OK** to continue. Otherwise, click **Cancel**.
Prev and Next	Scroll through students. Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically.

Back Cover